

TEXAS MILITARY DEPARTMENT POSITION: Data Analyst

ISSUE DATE: 9 April 2021 CLOSING DATE: Until Filled

GRADE: Immaterial

LOCATION: Austin TX

REMARKS: 502 (f) opportunity. Service member must have experience in data management, processes, and analysis. SM will work 0800-1700 in Austin, TX. Per Diem authorized for Service members who are not local. Leave is authorized as approved by supervisor. Hotel room provided for Service Members not local to the Austin Area. Breakfast and Lunch provided at no cost to the Service Member.

HOW TO APPLY: Email application packets to [ng.tx.txarng.list.jtf-tx-j1@mail.mil](mailto:ng.tx.txarng.list.jtf-tx-j1@mail.mil) with subject line LAST NAME\_Data Analyst.

ITEMS REQUIRED:

1. Record Brief
2. Resume
3. Letter explaining data management experience

PERSONAL INTERVIEWS: Applicants must be available for a remote interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or email of interview time and place. Payment for travel IS NOT AUTHORIZED. All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

POSITION QUALIFICATIONS

1. Advanced knowledge of Microsoft Excel. Familiar with Power BI and Tableau. Accomplishes additional duties as assigned.

2. Duties and Responsibilities:

2.1 Applicant will use multiple data management systems to consolidate vaccine dose information across various systems to provide an accurate count of vaccine inventory, vaccine administered, and current location of vaccines. Additionally, the applicant will troubleshoot to find and rectify duplicate reporting.

3. Qualifications Requirements

3.1 Applicant must be a member of the Texas Military Department.

3.2 Applicant must be able to report in person in Austin, TX.

3.3 No record of disciplinary action that resulted in an Article 15 or unfavorable Information File.

3.4 No history of emotional instability, personality disorder, or other unresolved mental health problems.

3.5 No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.